

REQUEST FOR QUALIFICATIONS

INDIANA FINANCE AUTHORITY

FOR

ENVIRONMENTAL CONSULTING SERVICES FOR
PHASE I AND PHASE II ENVIRONMENTAL ASSESSMENTS OF
BROWNFIELD SITES

DUE TO THE INDIANA FINANCE AUTHORITY BY

AUGUST 24, 2007

12:00 P.M. (E.D.T.)

INTRODUCTION

This is a Request for Qualifications ("RFQ") issued by the Indiana Brownfields Program (the "Brownfields Program") on behalf of the Indiana Finance Authority (the "Authority"). The intent of this RFQ is to request technical qualifications from environmental consulting firms interested in providing environmental assessment services to the Authority (the "Respondents"). The Brownfields Program will contract with qualified Respondents to provide Phase I and Phase II environmental site assessments on brownfield sites throughout Indiana. Some of the assessment work performed in conjunction with this RFQ will be in connection with a Community-Wide Brownfield Assessment Grant from the U.S. Environmental Protection Agency (U.S. EPA) which the Brownfields Program is using to establish the Indiana Brownfields Program Trails and Parks Initiative. More information about the Indiana Brownfields Program Trails and Parks Initiative is available at www.brownfields.in.gov.

The Authority desires to qualify Respondents to perform Phase I and Phase II environmental site assessments consistent with the needs outlined in this RFQ. Responses that meet the selection criteria set forth below will be scored and evaluated to satisfy the Brownfields Program's expectation of conducting assessment work statewide. Three to five Respondents will be selected based on the scoring criteria and qualified to perform assessment work per this RFQ. The three to five qualified Respondents will then be allowed to competitively bid for Phase I and/or Phase II environmental site assessments for brownfield sites selected by the Brownfields Program. Project-specific cost proposal bids will be based on tasks identified in scopes of work developed by Brownfields Program staff. The bids that are submitted will be evaluated by Brownfields Program staff and contracts will be awarded based on responsiveness and proposed cost, among other potential criteria. Respondents selected to perform assessment activities will then enter into a contract with the Authority that will address general administrative, performance, and payment aspects of the assessment work.

I. CONFIDENTIAL INFORMATION

Respondents are advised that materials contained in qualifications are subject to the Indiana Public Records Act, IC 5-14-3 *et. seq.* Respondents claiming a statutory exception to the Indiana Public Records Act must place all confidential documents (including the requisite number of copies) in a sealed envelope clearly marked "Confidential" and must indicate in the transmittal letter and on the outside of that envelope that confidential materials are included. The Respondent must also specify which statutory exception applies. The Authority reserves the right to make determinations of confidentiality. If the Authority does not agree that the information designated is confidential under one of the disclosure exceptions to the Indiana Public Records Act, it may either reject the qualification or discuss its interpretation of the allowable exceptions with the Respondent. If agreement can be reached, the qualifications will be considered. If agreement cannot be reached, the Authority will remove the qualifications from consideration for award and return the qualifications to the Respondent.

II. SCOPE OF WORK

The proposed scope of work consists of providing environmental services for the purpose of assessing site conditions at Indiana brownfield sites. Respondents must be qualified and willing to perform the following general tasks:

- (a) perform Phase I environmental site assessments that are compliant with U.S. EPA's regulations using the ASTM E1527-05 standard to satisfy All Appropriate Inquiry (AAI) and the Indiana Department of Environmental Management's (IDEM's) Risk Integrated System of Closure (RISC) guidelines;
- (b) perform Phase II environmental site assessments that are compliant with IDEM's RISC guidelines;
- (c) coordinate assessment activities with political subdivisions, site owners, and Brownfields Program staff as necessary;
- (d) conduct all necessary technical activities to complete assessments in accordance with site-specific scopes of work and RISC guidance, including but not limited to:
 - (1) project management
 - (2) project-specific health and safety plan development and implementation
 - (3) communication with Brownfields Program staff regarding project progress and scheduling of field work
 - (4) soil/groundwater sampling
 - (5) lead-based paint and asbestos surveys
 - (6) monitoring well installation
 - (7) analysis of samples at environmental laboratories capable of providing RISC-compliant data
 - (8) final project reporting, including recommendations for any necessary remediation (please note that all deliverables will be required to be submitted to the Brownfields Program in both electronic and paper format. All paper reports will be required to be printed on recycled paper and submitted without binders.)
 - (9) project invoicing
 - (10) containerization of wastes derived from sampling activities and appropriate disposal of such wastes
 - (11) such other tasks deemed necessary to achieve site-specific assessment goals

III. TERMS, CONDITIONS and EXCEPTIONS

- (a) This RFQ is not an invitation to bid nor is it a request for proposal under the procurement provisions of the Indiana Code.
- (b) The Authority does not create any obligation, expressed or implied, of any kind or description in issuing this RFQ or receiving a response. Neither this RFQ nor the response shall be construed as a legal offer.

- (c) The Authority reserves the right to alter, amend, or modify any provisions of this RFQ, or to withdraw this RFQ, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the Authority to do so.
- (d) The Authority reserves the right to reject any and all responses without cause, waive irregularities in all procedures related to this RFQ, make inquiries of Respondents and their references and clients regarding qualifications or information submitted as part of their responses as deemed necessary, conduct personal interviews of any or all Respondents, and request and receive additional information as the Authority deems necessary.
- (e) The Authority has adopted many of the required State of Indiana boilerplate contractual provisions. The Authority hereby puts Respondents on notice that a successful award at the end of the process will be contingent upon the agreement between the Authority and a Respondent complying with these standard contractual provisions (including, but not limited to, drug-free workplace certifications, minority and women business enterprise compliance, nondiscrimination certifications, licensing standards, certifications relating to HIPAA, certifications regarding telephone certifications, and certifications relating the State of Indiana ethics policies).
- (f) Some or all of the work performed under this process will be subject to federal contractual provisions. The Authority hereby puts Respondents on notice that a successful award at the end of the process may be contingent upon the agreement to comply with these standard contractual provisions, including, but not limited to, minimum Federal (Davis-Bacon) wage rates.
- (g) In the event the Respondents selected do not enter into the required agreement to carry out the purposes described in this RFQ, the Authority may, in addition to any other rights and remedies available at law or in equity, commence negotiations with another person or entity.
- (h) In no event shall any obligation of any kind be enforceable against the Authority unless and until a written agreement is entered into.
- (i) By submitting a response to this RFQ, each Respondent waives all rights to protest or seek remedies whatsoever regarding any aspect of this RFQ, the selection of a Respondent or Respondents with whom to negotiate, the rejection of any or all offers to negotiate, or a decision to terminate negotiations.
- (j) Respondents selected may not solicit additional business in a community while performing assessment activities under the Indiana Brownfields Trails and Parks Initiative or any agreement with the Authority related to the activities included in this RFQ.
- (k) The Authority will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFQ.

IV. RESPONSES

On or before August 24, 2007, Respondents should submit **an original, three (3) paper copies, and one (1) electronic copy in PDF format on CD or DVD of their written response** to:

**Indiana Finance Authority RFQ
Environmental Consulting Services
c/o Indiana Brownfields Program
Attn: Susan Tynes Harrington
100 North Senate Avenue, Room 1275
Indianapolis, IN 46204**

Sealed qualifications must be received **no later than 12:00 pm (noon) (E.D.T.) on August 24, 2007** at the address listed above. Responses that do not arrive by the above-stated time **WILL NOT BE ACCEPTED**. No more than one (1) response per Respondent should be submitted. Responses must be clearly marked on the outside of the package with the following description:

“Indiana Finance Authority Request for Qualifications – Environmental Consulting Services”

Please note the following:

- (a) The Authority will not be held responsible for qualification envelopes mishandled, misrouted, or delivered late as a result of the envelope not being properly prepared. **Facsimile qualifications will NOT be considered** unless otherwise authorized; however, qualifications may be modified by fax or written notice provided such notice is received prior to the opening of the qualifications.
- (b) For ease of evaluation, the qualifications should be presented in a format that corresponds to and references sections outlined within this RFQ and should be presented in the same order. Responses to each section and subsection should be labeled so as to indicate which item is being addressed. Exceptions to this will be considered during the evaluation process. If the Respondent wishes to provide other supplemental information, it should be segregated at the end of the response document and identified separately from the information requested.
- (c) An individual or individual(s) legally authorized to bind the Respondent must sign the qualification.
- (d) Other than at the public availability meeting referenced below under Section VII. Timeline (or inquiries about the public availability meeting using the contact information provided in Section VII), **INQUIRIES PERTAINING TO THE RFQ ARE NOT TO BE DIRECTED TO ANY STAFF MEMBER OR OTHER MEMBER OF THE AUTHORITY OR ANY STATE-RELATED EMPLOYEE**. Such action may disqualify the Respondent from further consideration. Respondent may not rely upon verbal responses to any inquiry.

V. SELECTION PROCESS AND CRITERIA

On or before September 21, 2007, the Authority intends to announce the Respondents that have been qualified to participate. However, the Authority reserves the right to modify that date and/or forego, without cause, the selection process.

The Authority will review all of the responses in the following manner:

1. Each response will be evaluated on the basis of the criteria listed below.
2. The Authority reserves the right to conduct interviews of any Respondent it deems necessary as a part of its evaluation of responses. Based on the results of that evaluation, the response(s) determined to be most advantageous to the Authority, taking into account all of the evaluation criteria, may be selected by the Authority for further action.
3. The Authority supports the "Buy Indiana" initiative. It is a strong preference that Respondents meet the definition of an Indiana Business. Please refer to the following website to see if you fit within the definition and to learn more about the "Buy Indiana" initiative: <http://www.in.gov/idoa/proc/buyindiana.html>.

Responses will be evaluated based upon the documented ability of the Respondent to satisfy the requirements of this RFQ. Threshold eligibility requirements include the following:

- (a) Timeliness and completeness of the response submitted.
- (b) Have sufficient number of staff such that personnel anticipated to undertake assessment work under this process will not be traveling from out-of-state unless sites are located within a reasonable distance of state lines.
- (c) Have at least one (1) full-time **Indiana** licensed professional geologist in good standing.
- (d) Have at least one (1) full-time **Indiana** licensed professional engineer in good standing.
- (e) Have at least one (1) full-time AAI "Environmental Professional."
- (f) Not be included on any current debarment or exclusion list created or maintained by a State of Indiana agency, quasi-agency, or affiliated entity.

The State of Indiana is interested in encouraging the participation of minority-owned and woman-owned firms, minority and female environmental professionals. If Respondent does not meet the minimum criteria listed above and you are a minority-owned or woman-owned environmental consulting firm, please identify formal partnerships or associations that have been or will be created in order to meet the threshold eligibility requirements outlined above.

Additional evaluation criteria are listed below. The evaluation point allocation associated with each factor is indicated, as is the percentage of overall score. Total possible points are 290.

1. (100 possible points – 34.5%) Experience and proficiency of the Respondent and its personnel pertaining to:
 - a) environmental investigation of petroleum and hazardous materials contamination
 - b) current AAI and ASTM environmental standards
 - c) IDEM's RISC procedures outlined in the RISC Technical and User Guides. RISC guidance can be downloaded at www.in.gov/idem/programs/land/risc/index.html
2. (40 possible points – 13.8%) Experience of the Respondent and its personnel pertaining to the environmental investigation of railroad properties, linear parks, and any other projects with planned end use as parks, trails, or other recreational facilities, including experience pertaining to developing cost estimates for performing Phase I investigation activities for records related to railroad operations and for environmental investigation of linear parks.
3. (50 possible points – 17.2%) Experience and knowledge of the Respondent and its personnel pertaining to brownfields redevelopment, including
 - a) history of interaction with the Brownfields Program, including timeliness of providing requested information, consistency in timely providing required notice of field work, familiarity with Brownfields Program policies and procedures, etc.
 - b) knowledge of national brownfields redevelopment initiatives, general brownfield concepts, and available resources for brownfields redevelopment.
4. (25 possible points – 8.6%) Familiarity of the Respondent and its personnel pertaining to:
 - a) Comprehensive Environmental Response Compensation and Liability Act (CERCLA), the Resource Conservation and Recovery Act (RCRA), the Indiana Spill Rule, the Underground Storage Tank statute, the Voluntary Remediation Program (VRP), the Excess Liability Trust Fund statute
 - b) current applicable rules, regulations, statutes, guidance documents, and non-rule policy documents pertaining to all criteria listed above.
5. (75 possible points – 25.9%) Capacity, based on staff levels and workload, and geographic availability, based on office location(s), of the Respondent to undertake concurrent assessment activities statewide.

VI. REQUIRED RESPONDENT INFORMATION

The Authority requires the following information be included in the response. Additional information may be and is encouraged to be submitted in order for the Authority to better evaluate the selection criteria listed above. A concise yet comprehensive collection of information is requested.

1. General Information

- (a) Name and title of individual(s) designated as the point(s) of contact for the Respondent, including business mailing address, fax and telephone numbers, and email address(es).
- (b) A brief description of the history of the Respondent, its capabilities, and how selection of the Respondent would benefit the Authority.
- (c) A brief description of the Respondent's ability to meet the needs outlined in the Proposed Scope of Work section.
- (d) Relevant biographical information with respect to the personnel of the Respondent who would be assuming primary responsibility for Authority projects, including those meeting the definition of "Environmental Professional" per AAI guidance, Indiana licensed professional geologist(s), and Indiana licensed professional engineer(s). Please identify personnel of the Respondent and their respective responsibilities as they will relate to the requirements of, and activities included in, this RFQ. Please limit response to ten (10) or fewer individuals.
- (e) Narrative discussion on the financial stability and strength of the Respondent.
- (f) Narrative discussion on the health and safety practices/programs of the Respondent, including a description of the Respondent's Occupational Safety and Health Administration safety record for the last five years.
- (g) List of equipment that the Respondent owns and has available to utilize for assessment activities, e.g. push probe, global positioning system, photoionization detector, geophysical equipment, etc.
- (h) Identification of sub-contractors that may be used by the Respondent in the performance of activities listed in the above Scope of Work section. Please provide a brief description of the Respondent's prior working relationship with the identified sub-contractors and any other relevant information. If specific sub-contractors cannot be listed by name, please provide a general description of the type of services anticipated to be provided through the use of sub-contractors.

2. Previous Experience

- (a) Provide a detailed list of all Phase I and Phase II environmental assessment activities performed by the Respondent in the past three (3) years. For the sake of brevity, the Respondent may choose to include the top ten (10) projects based on complexity and/or projects related to railroads, linear parks, trails, parks, or other recreational facilities. Please include client's name, project dates, project name, community in which the project was located, Respondent and governmental employees involved (if client was a governmental entity), and original estimated and final costs. For client confidential projects, the Respondent may omit the client and project name if desired but should include details related to costs.

- (b) Discuss any experience conducting U.S. EPA-funded assessment projects.
- (c) Discuss experience in preparing Quality Assurance Project Plans (QAPP) as required under federally-funded environmental assessment activities.
- (d) Provide a history of any previous work on contract with the State of Indiana related to an IDEM remediation program or a trail/park project for the Indiana Department of Natural Resources or the Indiana Department of Transportation.
- (e) Discuss experience in performing assessment work on railroad properties, linear parks, and any other projects with planned end use as parks, trails, or other recreational facilities.
- (f) Summarize experience in conducting assessment work under IDEM's RISC.
- (g) Summarize experience performing assessments compliant with ASTM E1527-05.
- (h) Provide a list of projects that demonstrate Respondent's familiarity or experience pertaining to CERCLA, RCRA, the Indiana Spill Rule, the Underground Storage Tank statute, the VRP, and the Excess Liability Trust Fund statute.
- (i) Describe experience/ability to perform complex AAI-compliant Phase I environmental assessments at sites such as linear parks or railroad lines that consist of multiple parcels, property owners, and past uses.
- (j) List any trainings, conferences, or seminars attended by Respondent or Respondent's personnel that are applicable to activities under the scope of this RFQ, including but not limited to IDEM Consultants Day, IDEM RISC Conference, AAI training, National Brownfields Conference, etc.

3. Capacity and Geographic Coverage Area

Please discuss the Respondent's capacity to undertake concurrent assessment activities statewide. Indicate the number of personnel that will be available to perform assessment work and indicate the regions or areas of the state in which the Respondent is available to perform assessment work. Please note that for this RFQ, the state will not be divided into regions to which one Respondent would be assigned. Respondents will be selected to satisfy the Brownfields Program's expectation that assessment work conducted in conjunction with this RFQ will be performed statewide.

4. Client References

Please provide contact information for three (3) client references that can provide information on the nature and results of AAI-compliant assessment work that the Respondent has performed during the last two years.

5. Other

Please provide any additional information that you consider relevant to the evaluation of the Respondent's submittal. Any such information should be segregated at the end of the response document.

6. Important Administrative Information

- (a) Respondent shall certify, within the letter of transmittal, that to the best of its knowledge, all information provided herein is accurate and complete. Any misrepresentation by a Respondent shall be treated as fraudulent concealment from the Authority of the true facts relating to the qualification.
- (b) Respondent shall disclose any information that may materially impair the Respondent's ability to provide the level of service required. Qualifications which appear unrealistic in terms of commitments, lack of technical competence, or are indicative of failure to comprehend the complexity of this RFQ, may be rejected.
- (c) Each Respondent must disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFQ. Any such relationship that might be perceived or represented as a conflict should be disclosed. By submitting a qualification in response to this RFQ, Respondents affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest will automatically result in the disqualification of a Respondent's qualification. An award will not be made where a conflict of interest exists. The Authority will determine whether a conflict of interest exists and whether it may reflect negatively on the Authority's selection of a Respondent. The Authority reserves the right to disqualify any Respondent on the grounds of actual or apparent conflict of interest.

VII. TIMELINE

The following calendar will generally be followed. The Authority reserves the right to alter this calendar as it deems necessary.

August 1, 2007: The RFQ is released.

August 10, 2007: Public Availability Meeting. Brownfields Program staff will be available between 1:30 p.m. and 3:00 p.m. (E.D.T.) to answer questions related to this RFQ. This availability session will be held at the following location:

Indiana Finance Authority
One North Capitol, Suite 900
Indianapolis, IN 46204

*Information regarding this meeting only may be directed to Sue Overstreet via email at soverstreet@ifa.in.gov. Please refer to the Brownfields Program website (www.brownfields.IN.gov) for information regarding available parking, etc.

August 24, 2007: All responses to this RFQ are due by 12:00 p.m. (noon) (E.D.T.) on this date. No late responses will be accepted. The Authority reserves the right to conduct interviews of any Respondent it deems necessary as a part of its evaluation of responses.

September 21, 2007: The Respondents selected to participate in this process will be notified of the Authority's decision on or before this date.